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Cc: Boydston, Michael[Boydston.Michael@epa.gov]
From: Denawa, Mai
Sent: Wed 8/24/2016 7:54:27 PM
Subject: U&O FOIA Review team
UO FIP FOIA Instructions.docx

Hi Steve,

I have been given your name under the FOIA buddy list for assistance with reviewing a larger FOIA request. I apologize for the late notice. It turns out that one of the reviewers had to get recused, so we are reaching out to you. Thank you so much for your help on this FOIA. The FOIA is related to an action in Utah EPA is working on under the CAA. There are approximately 5,500 emails to review.

We've requested that you have access to the workspace for this FOIA in Relativity. You should receive a username/password in the next few days. In the meantime, would you mind ensuring that you have a FOIA Online Account as well as the Relativity Viewer on your desktop by the training session? You can obtain Relativity Viewer by contacting the Help Desk at 312-6886. If you previously had Relativity on your old computer, and have not had it reinstalled on your new computer, you will need to request Help Desk to install it, which they can do remotely. If you don't have a FOIA Online Account yet, please contact Alan Engels to request one.

We had a training on Relativity this past Tuesday, August 23. We've attached here a training document that goes over the material that we covered. We are planning to hold another "speed-training" on Relativity to Amy Swanson as well on Tuesday, 2-3pm. Would that time work for you as well? If not, we'd be happy to schedule another date and time at your convenience.

Lastly, we are holding a one hour group working session tomorrow, August 25, to allow an opportunity to address any questions that may arise in a group setting.

I will send you invites for next Tuesday and tomorrow's trainings shortly.

Please let Mike or I know if you have any questions. Thank you again for your help on this!

Mai Denawa

Honors Attorney Fellow

Office of Regional Counsel

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